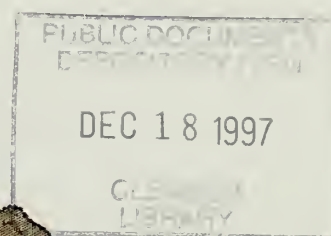


CAREERS WITH THE NATIONAL PARK SERVICE



A PLACE WITH A FUTURE!

98-0072-P

TABLE OF CONTENTS

<u>SUBJECT</u>	<u>PAGE</u>
General Employment Information_____	1
Park Ranger Careers_____	2
Administrative Careers_____	4
Design and Construction Careers_____	5
Maintenance Craft Positions_____	5
US Park Police Careers_____	6
Guard Careers_____	7
Other Opportunities_____	7
Biological Science_____	8
Physical Science_____	8
Land Acquisition_____	9
Museum Staff_____	9
Writer-Editor Public Information_____	9
Concessions Specialist_____	9
Application and Hiring_____	10
Seasonal Positions_____	11
Information About Applying_____	13
Park Ranger_____	13

<u>SUBJECT</u>	<u>PAGE</u>
Guide_____	14
Visitor Use Assistant_____	15
Recreation Aid_____	15
Biological Technician_____	16
Forestry Technician_____	16
Architecture_____	17
Historian_____	17
Clerical_____	18
Laborer_____	18
Maintenance_____	19
Human Resource Offices_____	20



The National Park Service Careers

General Employment Information

- All positions are filled in accordance with Office of Personnel Management (Civil Service) regulations.
- Although you will be considered without regard to race, color, religion, age, sex, national origin, political affiliation, or other non-merit factors, you must be a United States citizen. For certain jobs there may be age and physical qualifications. Generally, one must be 18 years old (some positions require age 21).
- The Park Service maintains a headquarters office in Washington, DC, 7 Regional Offices which are Alaska, National Capitol, Southeast, Midwest, Pacific West, Northeast, and Intermountain, an interpretive design center in Harpers Ferry, WV, and a service center in Denver for park design and construction of facilities.
- Park staffs range from 7 employees in the smallest area to 630 in Yellowstone at peak season.
- Competition for jobs is keen. One must be very well qualified to be seriously considered, especially for permanent full-time positions.
- Equal Employment Opportunity - The National Park Service offers an equal opportunity for all qualified applicants to be selected for jobs at all levels. We take seriously our goal to provide equal consideration regardless of race, religion, color, national origin, sex, physical/mental handicap, age, political affiliation, or any other non-merit factor. We encourage all interested and qualified persons to apply for positions with the National Park Service. We heartily believe that our emphasis on equal employment opportunity yields benefits for the agency, its employees, and its visitors.

Park Ranger Careers

- Park Rangers perform a wide variety of duties in managing parks, historical sites, and recreational areas. All must wear a prescribed uniform.



- Duties - Park Rangers supervise, manage and perform work in the conservation and use of resources in national parks and other federally-managed areas. Park Rangers carry out various tasks associated with forest or structural fire control; law enforcement and protection of property; gathering and dissemination of natural, historical, or scientific information; development of interpretive material for the natural, historical, or cultural features of an area; demonstration of folk art and crafts; enforcement of laws and regulations; investigation of violations, complaints, trespass/encroachment, and accidents; search and rescue; and management of historical, cultural, and natural resources, such as wildlife, forests, lake shores, seashores, historic buildings, battlefields, archaeological properties, and recreation areas. They also operate campgrounds, including such tasks as assigning sites, replenishing firewood, performing safety inspections, providing information to visitors, and leading guided tours. Differences in the exact nature of duties depend on the grade of position, the site's size and specific needs.
- Location - Park Rangers work in large cities as well as urban, suburban, and rural areas. More than half of the Park Rangers work in areas east of the Mississippi River. Much of their work is performed outdoors, but often Rangers must work in offices, especially as they advance and assume more managerial responsibilities.
- Training - The orientation and training a Ranger receives on the job is sometimes supplemented with formal training courses. Training for duties which are unique to the Park Service is available at the Horace M. Albright Training Center at Grand Canyon National Park, AZ, and the Stephen T. Mather Training Center at Harpers Ferry, WV. In addition, for Law Enforcement positions, the Park Service uses the Law Enforcement Training Center in Glynco, GA. Performance is evaluated critically on a continuing basis and only those who prove completely satisfactory in every respect are retained in the park management career field.
- Career Potential - Depending upon qualifications Park Rangers begin their service at grades, GS-05 or GS-07 with noncompetitive promotion to a GS-09. As they progress in their careers, Rangers may move through the ranks to become District Rangers, Park Managers, and Staff Specialists in interpretation, resource management, park planning, law enforcement, and related areas. Upper level managers in the Park Service are recruited primarily for their managerial capabilities. Competition exists for Park Ranger positions at all grade levels.



- How To Apply - Applicants should contact the appropriate park or regional office having jurisdiction over the area of interest to inquire about vacant positions. Applicants with Graduate or Under Graduate degrees in: Natural or earth sciences, history, archeology, anthropology, park and recreation management, law enforcement/ police science, social or behavioral sciences, museum sciences, business or public administration, sociology, or other closely related subjects are eligible for consideration. General Experience: is administrative, professional, technical, investigative, or other responsible work which would equip the applicant with general knowledge about the position. Specialized Experience is: Experience which provided a familiarity with natural or cultural history, fish, or wildlife habitat characteristics, techniques of resource protection and use, recreational use of public lands and facilities, enforcement of laws, rules, or regulations, fire prevention and suppression, or the practice of interpersonal relations skills in dealing with the general public. It should equip the applicant with the particular knowledges, skills, and abilities to perform the duties of the position being filled. Non-specialized tasks and those of a routine nature, such as typing, filing, and maintaining records is not qualifying.

Administrative Careers

The National Park Service is supported by managerial and administrative personnel working in varied jobs.

- Administrative Officer & Administrative Assistant - Those positions involve a variety of administrative duties and are located in various parks and Regional Offices. These positions include duties in two or more of the following fields: personnel, budget, supply procurement, and property management.
- Personnel, Budget, Procurement, and Property Management - Positions in the personnel, budget, and procurement, and property management fields are located in large parks, Regional Offices, and the Washington Office of the Park Service.



- Management and Systems Analysts - Management and systems analysts seek to improve administration of the Park Service by applying the latest management techniques to problems of organization, communication, data processing, work methods, and similar functions. Most of these positions are located in the Washington Headquarters Office and large Regional Offices.
- Accountant - Many of the NPS professional accounting positions are located in the Washington office, large parks, and Regional Offices.
- Clerical and Secretarial - There is a continuing need for well-qualified and highly-competent Clerks, Messengers, Office Automation Clerks, and Secretaries to serve in almost every area of the Park Service. If you wish to apply for these positions, the appropriate examinations are announced locally by the Office of Personnel Management (OPM); announcements can be obtained by contacting the OPM. The examination includes a written test of verbal abilities and clerical aptitude and a certification of proficiency.

Design and Construction Careers and Other Opportunities

- Most of the Engineers, Architects, Landscape Architects, Recreational Planners, and others performing related services are based in our planning and design facility, the Denver Service Center, located in Denver, CO. Such positions are also available in the Washington Office, Regional Offices, and Parks on a limited basis. The procedures on applying do vary from position to position. Most positions may be applied for directly to the NPS. Please contact the Park or Regional Office in which you wish to work for specific application procedures.



Maintenance, Trade, and Craft Positions

- Individuals employed in the maintenance, trade, and craft fields fill a wide variety of positions throughout the entire Park System. Laborers, General Maintenance Workers, Janitors, Motor Vehicle Operators, Engineering Equipment Operators, Carpenters, Gardeners, Painters, Electricians, Plumbers, and persons with other skills are employed in most of the larger parks. Duties may include the maintenance of roads, trails, equipment, buildings, and grounds. Small parks may depend on one person who performs many of these duties. We depend on maintenance, trade, and craft employees who possess skills at all levels. In urban areas, where preservation of historic structures is a primary function, craftsmanship may be emphasized. Although applicants must meet certain qualifications, which are described in the appropriate announcements available from the Park, these are based on the kind and level of skill rather than on the number of years of experience. Pay varies, depending on the work location and the job classification. Employees are paid hourly wage rates, which are periodically adjusted to bring them onto line with prevailing wages paid to employees doing similar work in private industry. If you wish to apply for a Wage System position, contact the Park or Regional Office in which you wish to work.



United States Park Police Careers

- The primary duty of the US Park Police is to protect the lives of visitors to our parks and park property. Police Officers are hired by our National Capitol Region and are initially assigned to the metropolitan Washington, DC, area, where most of the Force operates. Police Officers may be assigned to areas in New York City, San Francisco, or Atlanta and may be detailed to any park of the National Park System on a temporary basis. Men and women who are considering careers as Park Police should expect to work in a large city. Park Police Officers preserve the peace; prevent, detect, and investigate accidents and crimes; aid citizens in emergency situations; arrest violators; and often provide crowd control at large public gatherings. A very specialized group within the law enforcement field, the United States Park Police includes horse mounted, motorcycle, helicopter, and canine units, a special equipment and tactics team, and investigations and security details. Park Police Officers wear an official uniform. In spite of the fact that the Park Police Officers work irregular hours and are exposed to hazardous and stressful situations, the competition for these jobs is great, and examinations for these positions are not always open.
- Basic Qualifications - All applicants must pass a written test administered by the National Park Service. All applicants must be at least 21, but under 35 years old, have good vision, possess a valid driver's license, pass a physical and psychological examination prior to final selection, and undergo a personal background investigation. The Park Police Force looks for individuals who can exercise mature judgment in applying the law to a variety of situations. The abilities to learn and apply detailed and complex regulations and procedures, to communicate effectively, both orally and in writing, and to keep one's composure under pressure are indicators of successful job performance. Two years of progressively responsible experience demonstrating the types of knowledge, skills, and abilities just described, or the substitution of successfully completed education beyond high school at the rate of 1 year (30 credits) for every 1 year experience, qualifies you for entry-level consideration. Further information is available from our National Capitol Region.



Guard Careers

- The uniformed guard force protects Federal property and buildings. Guards either may serve at fixed posts or patrol assigned areas to prevent and protect them from hazards of fire, theft, accident, damage, and trespass. Most guards are located in the National Capitol Region, as a sub-unit of the Park Police, for which they work as permanent or part-time employees. A few are located in other regions. Duties require moderate to arduous physical exertion and irregular hours are common. Applicants must have emotional and mental stability and the physical fitness to discharge their assigned duties and responsibilities. A valid driver's license is required for all positions, but no written test is required.
- **Basic Qualifications** - This experience includes having protected lives or property, or maintained law and order in the Armed Forces, Coast Guard, or with private or Government protection agencies. Competition in examination of applicants entering Federal service is restricted to veterans who have established their preference, as long as there are any available to be hired. For more information, contact the National Capital Region.

Other Opportunities

- The opportunities mentioned below are limited in number because of their more specialized natures and lower staff turnover rates. These positions may require advanced academic degrees or substantial specialized work experience. Most of these positions are located in our Denver Service Center, the Harpers Ferry Center, Regional Offices, or the Washington Office. When applying you must meet the qualifications. Persons seeking Federal transfer or reinstatement should contact our Regional Offices to inquire about vacancies.
- **Biological Sciences** - Many positions in the biological sciences are of a technician or technical nature. Some positions require advance academic degrees or specialized work experience.
- **Physical Sciences** - Several positions are filled in such physical science areas as geology, hydrology, and cartography. When available, some of these positions require advance academic degrees or work experience of a specialized nature.



- Cultural Resources - Persons with backgrounds in archeology and history, sociology, geography, and anthropology, conduct programs concerned with the Park System's cultural resources. Many of these staff positions are located in the Washington Office or Regional Offices and some large parks.
- Land Acquisition - Persons with backgrounds in land acquisition, land appraisal, and realty specialization work closely with analysts and administrators in the Washington Office, and in some parks and Regional Offices.
- Museum Staff - The Park Service has a large number of museum professionals involved in exhibit design, collection management and museum education. Most design work is conducted at Harpers Ferry Center where plans and designs for wayside exhibits and visitor center exhibit rooms are created. Some collection management curatorial positions are also stationed at Harpers Ferry but most are working in parks caring for the site collections of natural history, archeological or ethnographic museum objects. Other Museum Specialists are working in several locations performing technical conservation work on museum objects. While limited in number, the museum jobs in the Park Service are exciting and rewarding, because few institutions have such a varied collection of objects or such a wide ranging array of themes to interpret to the public.
- Writer-Editor and Public Information Specialist - A few positions directly involved in our publications and informational programs are needed in the Washington Headquarters Office, Regional Offices, and a few park areas. Persons with English, journalism, and communications backgrounds are considered.
- Concessions Specialist - Applicants need backgrounds in hotel and restaurant management and Government contract compliance to evaluate and monitor restaurants and other concessions operated by private contractors in the National Park Service. Positions, usually are available at the mid-levels and are located in the Washington Office, in some parks, and in the Regional Offices.



Application and Hiring

- Federal agencies fill jobs in several ways. They can promote an employee; hire an employee who wants to transfer from another agency; reinstate a former Federal employee; request the names of applicants from an OPM register; or they announce positions under a delegated hiring authority.
- Competitive Application - If you are pursuing your first Federal Government position, a good starting place is your local Federal Job Information Office (FJIC), where you will learn what is available and how to apply. The procedures do vary from position to position. Most positions may be applied for directly to the NPS. Your best source of information about a job is the examination announcement covering that job. An announcement explains the jobs covered by the examination, what they pay, what experience or education is necessary to qualify, and how to apply. Depending on your experience, education, and interest, you can either decide which announcement covers the job you want, or ask an Information Specialist at a near by FJIC.



Seasonal Positions

Some current opportunities:

Spend the summer working for the Historic American Buildings Survey/Historic American Engineering Record (HABS/HAER). HABS/HAER a division of the National Park Service, will be conducting architectural and engineering reporting projects at various locations around the country from May through September.

SEASONAL WORK WITH THE NATIONAL PARK SERVICE

Since its inception in 1916, the National Park Service has been dedicated to the preservation and management of this country's outstanding natural, historical, and recreational areas. Today the National Park Service encompasses more than 360 sites across the United States and in Guam, Puerto Rico, and the Virgin Islands. There are parks of great natural beauty and grandeur, such as the Grand Canyon and Yellowstone; parks that preserve the nation's cultural and historical treasures, such as Mesa Verde and Gettysburg Battlefield; parks of significant recreational value along seashores, lake shores, and river ways, providing opportunities for outdoor activities, such as Assateague Island and Lake Mead. The National Park Service is a bureau of the US Department of the Interior; do not confuse it with the US Forest Service of the Department of Agriculture.

Every year, millions of people from the United States and abroad visit our national park areas. To protect park resources and to serve the public, the National Park Service employs a permanent work force and an essential seasonal work force. Seasonals are hired every year to help permanent staff at many National Park Service parks and offices. The variety of positions available may surprise you: campground rangers, fee collectors, tour guides, naturalists, landscape architects, firefighters, laborers, law enforcement rangers, lifeguards, carpenters, clerks, historians; persons are hired for these seasonal jobs and more. Whatever the job, seasonal employees have the opportunity to learn more about the National Park Service and its mission.



The number of applicants for our seasonal positions outnumber the positions available every year, particularly at larger, well-known parks. Some positions are filled by experienced seasonal employees who have worked previously for the National Park Service. In the summer season, when most seasonal employees are hired, employment opportunities are extremely competitive. However, there are excellent opportunities for applicants who have qualifying experience or training.

ABOUT SEASONAL JOBS

Pay - Some seasonal positions may require irregular hours of work, including weekends, holidays, and evenings. Entry-level grades for National Park Service seasonal positions generally range from the GS-2 to GS-7. GS levels indicate the rate of pay for most federal government positions. For current salary information for these grades, check with any federal agency or the Office of Personnel Management in the geographic area where you desire employment.

Uniforms - Most seasonal employees are required to wear the official Park Service uniform; specific requirements and ordering information are contained in the employment package forwarded to successful applicants. For positions requiring a uniform, an allowance is allotted which partially covers its cost.

Housing - Please address specific questions about housing, area living conditions, and similar matters to the park or office where you desire employment. Seasonal employee housing may or may not be available, depending on the Park of your choice.

Equal Employment Opportunity - The National Park Service is an Equal Opportunity employer. Selection for positions will be made solely on the basis of merit, fitness, and qualifications, without regard to race, sex, color, creed, age, marital status, national origin, sexual orientation, non-disqualifying handicap conditions, or any other non-merit factors.



INFORMATION ON APPLYING

Recruitment for certain positions is centralized: park ranger, guide, visitor use assistant. Applying for these jobs requires a special computerized form, a 10-139, Application for Seasonal Employment. Copies of this form, including the list of parks hiring for a particular season (summer or winter), are available from the National Park Service's Seasonal Employment Program office. The address is: Seasonal Employment Program, Human Resources Office, National Park Service, 1849 C Street, NW, Mail Stop 2225, Washington, DC, 20240; telephone: 202-208-5074. Information including the necessary forms will be sent to you when your letter or telephone inquiry is received.

All applicants must complete the required forms and file them with the Seasonal Employment Program during the specified filing period. The filing period for winter employment is June 1 through (postmarked by) July 15. The filing period for summer employment is November 15 through (postmarked by) January 15.

This computerized form is revised periodically; therefore, check to be certain that you are using the current version as previous ones cannot be accepted. For winter 1997/8 hiring, the form is orange.

SEASONAL POSITIONS

PARK RANGER

- Grades: GS-3, GS-4, GS-5, GS-7
- Duties - Duties vary greatly from position to position and may include providing visitor services; interpreting a park's natural, historic, or archeological features through talks, guided walks, and demonstrations; working at an information desk; planning and implementing resource management programs, including fire control; performing search-and-rescue activities; providing for the public's safety through law enforcement; collecting fees; fire fighting; life guarding; and radio dispatching.



- How to Apply - Complete an Application for Seasonal Employment (Form 10-139), available from the Seasonal Employment Program. The summer seasonal recruitment period is November 15 through January 15; winter seasonal recruitment period is June 1 through July 15.

GUIDE

- Grades: GS-3 through GS-5
- Duties - Provides guided tours, gives formal talks on natural and historic features, answers questions, and provides miscellaneous services to visitors.
- How to Apply - Complete an Application for Seasonal Employment (Form 10-139), available from the Seasonal Employment Program. The summer seasonal recruitment period is November 15 through January 15; winter seasonal recruitment period is June 1 through July 15.

VISITOR USE ASSISTANT

- Grades: GS-4, GS-5
- Duties - Collects and accounts for fees and provides miscellaneous services and information to visitors.
- How to Apply - Complete an Application for Seasonal Employment (Form 10-139), available from the Seasonal Employment Program. The summer seasonal recruitment period is November 15 through January 15; winter seasonal recruitment period is June 1 through July 15.

RECREATIONAL AID/ASSISTANT

- Grades: GS-3 through GS-6
- Duties - Guards and manages beach and swimming areas and performs lifesaving and rescue work as needed for persons in rivers, lakes, and oceans. Positions are located at national recreation areas, seashores, and lake shores.



- How to Apply - Contact the Regional Office in the geographic area in which you want to work for an application and filing procedures.

BIOLOGICAL TECHNICIAN

- Grades: GS-4, GS-5
- Duties - Assists researchers and management staff in collecting and analyzing data on flora and fauna in parks.
- How to Apply - Contact the Regional Office in the geographic area in which you want to work for an application and filing procedures.

FORESTRY TECHNICIAN

- Grades: GS-4, GS-5
- Duties - Assists in fire control, prevention, and suppression work on park lands.
- How to Apply - Contact the Regional Office in the geographic area in which you want to work for an application and filing procedures.

ARCHITECTURE AND LANDSCAPE ARCHITECTURE/TECHNICIAN

- Grades: GS-7 and above
- Duties - Produces drawings of structures of historical, architectural, landscape, engineering industrials, and maritime significance; prepares field notes; develops and edits measured drawings.
- How to Apply - Contact Summer Program Administrator, HABS/HAER, National Park Service, PO Box 37127, Washington, DC 20013-7127. Submit a personal qualifications statement (resume, SF-171, or OF-612), letter of recommendation from a faculty member or employer familiar with your work, and samples indicating drafting ability (copies of sketches, lettering, and precision drafting).



HISTORIAN

- Grades: GS-7 and above
- Duties - Conducts research using primary and secondary sources to produce inventories and reports on specific sites, structures, or technical processes.
- How to Apply - Contact Summer Program Administrator, HABS/HAER, National Park Service, PO Box 37127, Washington, DC 20013-7127. Submit a personal qualifications statement (resume, SF-171, or OF-612), letter of recommendation from a faculty member or employer familiar with your work, and a) a paper demonstrating primary research in architectural history, landscape architecture, or history of technology, or b) a paper focusing on an aspect of the built environment.

CLERICAL

- Grades: GS-1 through GS-4
- Duties - Performs duties of receptionist, administrative clerk, clerk-typist, and data entry. Jobs are limited.
- How to Apply - Contact the Regional Office in the geographic area in which you want to work for an application and filing procedures.

LABORER

- Grades: WG-2 through WG-4
- Duties - Performs manual outdoor work on trails and for forestry programs; other park maintenance activities, such as cleaning campgrounds; and similar work in which physical labor must be performed.
- How to Apply - Contact the Regional Office in the geographic area in which you want to work for an application and filing procedures.



MAINTENANCE, TRADES, AND CRAFTS

- Grades: WG-2 and above
- Duties - Performs skilled and semi-skilled trades work: carpenter, mechanic, sawyer (woodworker), trail maintenance worker, motor vehicle operation, and other similar positions.
- How to Apply - Contact the Regional Office in the geographic area in which you want to work for an application and filing procedures.

OTHER EMPLOYMENT OPPORTUNITIES

Other types of positions may be available in National Park Service parks and offices. Contact the park or office where you are interested in working for information. In addition, hotels, lodges, restaurants, stores, transportation services, marinas, and many other visitor facilities in National Parks may have positions available. These facilities are operated by private companies and individuals called park concessionaires who recruit and hire their own employees. These are not federal government positions. Concessionaires usually pay the minimum wage set by the state in which their operation is located. Although some pay a small bonus at the end of the season, they do not pay or make arrangements for travel to and from the parks. The National Park Service Regional Office for the geographic region in which you want to work, or the park itself, can provide names and addresses of concessionaires. Contact the concessionaire for applications and information about concession jobs, salaries, and working and living conditions.



Addresses and Phone Numbers for Seasonal Employment:

Alaska Region

National Park Service
2525 Gambell Street, RM. 107
Anchorage, AK 99503
(907) 257-2526

Headquarters

Seasonal Employment Program
Human Resources Office
1849 C Street, NW
Room 2225
Washington, DC 20240
(202) 208-5074

Intermountain Region

National Park Service
12795 Alameda Pkwy
Denver, CO 80225
(303) 969-2020

Midwest Region

National Park Service
1709 Jackson St.
Omaha, NE 68102
(402) 221-3434

National Capital Region

National Park Service
1100 Ohio Dr., SW
Washington DC 20242
(202) 619-7256

Northeast Region

National Park Service
US Custom House
200 Chestnut St. RM. 322
Philadelphia, PA 19106
MD, PA, VA, WV
Parks (215) 597-4971
CT, ME, MA, NH, NJ, NY, RI, VT
Parks (617) 223-5101

Pacific West Region

National Park Service
600 Harrison St. Suite 600
San Francisco, CA 94101
CA, NV Parks (415) 744-3888
HI & Pacific Island
Parks (808) 541-2693
ID OR WA Parks (206) 220-4053

Southeast Region

National Park Service
75 Spring St., SW Suite 1130
Atlanta, GA 30303
(404) 331-5714



Human Resources Addresses and Phone Numbers

Alaska Regional Office

National Park Service
2525 Gambell St.
Room 107
Anchorage, AK 99503
(907) 257-2574

Intermountain Regional Office

National Park Service
12795 Alameda Pkwy
Denver, CO 80225
(303) 969-2020

Midwest Regional Office

National Park Service
1709 Jackson St.
Omaha, NE 68102
(402) 221-3456

National Capital Regional Office

National Park Service
1100 Ohio Dr., SW
Washington DC 20242
(202) 619-7256

Northeast Regional Office

National Park Service
US Custom House
200 Chestnut St. Room 322
Philadelphia, PA 19106
(215) 597-4971



Pacific West Regional Office

National Park Service
600 Harrison St. Suite 600
San Francisco, CA 94101
(415) 744-3888

Southeast Regional Office

National Park Service
75 Spring St., SW Suite 1130
Atlanta, GA 30303
(404) 331-5711

Washington Headquarters

National Park Service
1849 C Street, NW
Room 2328
Washington, DC 20240
(202) 208-4649

Clemson University



3 1604 012 512 325

